



Dear Engineering Aspirant...

By now you might have received your TNEA 2015 Counselling Notification commonly referred to as "Call Letter" from Anna University. The Call Letter will contain the date and time of your Counselling which would have been assigned based on your rank.

In case, you have not received the same, you can visit <http://annauniv.edu/tnea> to find your date and time slot using your application number. You can attend the Counselling as per your rank at your allotted date and time based on the information in the website, even if you have not received the Call Letter by post.

You can be accompanied by any one of your parent / guardian. The person who is accompanying you should be able to guide and help you to take quick and appropriate decision in choosing a right college and branch for you.

It is very much essential that all the candidates appearing for Engineering Counselling should have read through the "Information and Instructions to Candidates – Tamilnadu Engineering Admissions – 2015" sincerely and thoroughly. In this booklet, an attempt is made to give some additional information which may be useful to you regarding counselling. This information is based on the experiences in the past. There may be some minor changes during the current year.

You may use the checklist given at the end of this booklet (or a similar one) which will be very handy for quick reference.

Computer Society of India wishes you Good Luck for an interesting branch and a good college to build a successful career for your life!

Computer Society of India (CSI)

www.csi-india.org

- Formed in 1965. Largest (non-profit) association of IT professionals in India.
- Has 70+ chapters ; 400+ student branches ; 90,000+ members - all over India.
- Members are from diverse IT background – Software Developers, Academicians, Researchers, Scientists, Entrepreneurs, CIOs, CTOs, etc.
- Students also become members of CSI through the Student Branches of their colleges.
- CSI helps the members and the IT community in India to grow and excel in their profession. Facilitates research, knowledge sharing, learning and career enhancement initiatives.
- Organises State, National and International level conferences, workshops, seminars, lectures, etc for the benefit of the professional and student community.
- Works with various Government bodies to formulate IT policies and strategies.

CSI Coimbatore Chapter

www.csi-cbe.org

- Formed in 1984. Has 600 individual members ; 20 institutional members ; 40 student branches with 4000 student members.
- Conferred with the 'Best (CSI) Chapter' Award consecutively for nine years.
- Hosts many Chapter, State, Regional, National and International level conventions of CSI regularly.
- Punarjjani – (INTEGRATED ASSESSMENT TOOL FOR MENTALLY CHALLENGED CHILDREN) A workshop for the teachers of Special School Children has been organized jointly with CDAC/Media LAB Asia. Around 100 teachers participated in the event and updated the MR Children details and evaluated their performance.
- Other Annual Events:
 - Free Orientation Programme on Anna University Engineering Counselling.
 - Discover Thinking – annual quiz for middle school students on Science & IT. This event was initiated by Coimbatore Chapter. Now it has become a national event.
 - SAARC level Programming Contest for high school students.
 - Monthly meetings addressed by eminent Scholars, Academicians and Industry experts.

Note: Softcopy of this booklet is available for download @ <http://www.csi-cbe.org/csi-coimbatore-events.html>

Single Window Admission System - TamilNadu Engineering Admissions (TNEA)

<http://annauniv.edu/tnea>

1. Application

The candidate applies with a single common application for admission to all Engineering Colleges affiliated to Anna University across Tamilnadu State under different categories such as University Departments, Constituent Colleges, Government & Government Aided Colleges and Self-Financing Colleges.

2. Random Number Generation and Ranking

The candidates who have applied for TNEA will be called for Counselling in the order of their Rank. Ranking is the process of sorting / ordering the candidates in the order of their Aggregate (Mathematics, Physics and Chemistry) marks. When more than one candidate has scored the same aggregate mark (which normally happens), to assign the rank among them, the parameters like (1) mark scored in mathematics, (2) mark in physics, (3) mark in the 4th optional subject (like Computer Science) are used in the above mentioned order of priority. In case the aggregate mark and all these other marks are also same for more than one candidate, the date of birth of the candidate is used to assign the rank within them (Elder will be given preference).

In rare cases, if the date of birth is also same, then a Random Number (a number generated automatically / randomly by a computer) is used to assign a rank to those candidates (Higher value will be given preference). For this purpose, Random Number Generation is done prior to Ranking.

Ranking will be done at two levels. 1. Overall Ranking.
2. Community wise Ranking.

3. Counselling

The candidates will be called for Counselling in the order of their Rank assigned as described above. Counselling is the process in which the candidate chooses the college and the branch which is vacant at the time of his/her turn. Seats are allotted as per the Communal Reservation Norms of the Government of Tamilnadu. Counselling is done in two stages. First stage is the Counselling for Special Categories. During this stage, the seats reserved under different quota like eminent sports persons, ex-service men, freedom fighters, differently-abled persons, etc. are allotted. The second stage is the Counselling for General Categories. During this stage the rest of the candidates are allotted seats, including seats reserved under Communal Reservation Norms.

Candidates have to pay an initial deposit of Rs.5000/- (Rs.1000/- for SC/SCA/ST category) before attending the Counselling.

The process of Counselling is described in more detail in the next section. Once the candidate has been allotted a seat in a particular college for a particular branch, the candidate will be issued a Provisional Allotment Order.

4. Admission to College

Finally, the candidate has to report to the college with the Provisional Allotment Order along with all other original certificates, pay the prescribed fees after adjusting the amount paid as initial deposit at the time of counselling and get admitted to the college.

The Counselling process

1. Date and Time Slot

- The Call Letter will carry the date and time of your counselling as per your rank. The counselling schedule also will be published in the Newspapers and the Anna University Website.
- In case you have not received the Call Letter, you can visit the Anna University Website to find your date and time slot using your application number. You can attend the Counselling as per your rank at your allotted date and time based on the information in the website, even if you have not received the Call Letter by post.
- In case if there is a change in your aggregate mark due to re-totalling / re-valuation, you will NOT be getting a revised Call Letter. You should refer to the Anna University website for the date and time of counselling as per your revised aggregate mark. You have to attend the counselling as per this new date and time informing the admission authorities of Anna University at the time of counselling.

2. Preparing for Counselling

- Based on your rank and aggregate marks, identify at least 10 choices of College & Branch in your order of priority and note them down along with College Counselling Code (many colleges have similar name so it is critical you have noted down the right code for the college of your choice) and Branch Code. In the next section, general guidelines were given on how to choose a college and branch. You can use the form given at the end of this booklet to record your choices.

- Ensure that you have all the necessary certificates / documents in original with you prior to leaving for counselling. You can use the checklist provided at the end of this booklet for this purpose.
- Plan your travel arrangements in such a way that you arrive at Chennai at least a day prior to your Counselling Day to avoid any unexpected travel eventuality.
- Plan to reach the Counselling venue at least 2 hours prior to your allotted time.

3. On the Counselling day

3.1. Reporting

- Report at Anna University 2 hours prior to your allotted time in the Call Letter.
- The display boards kept at vantage points will show the branch wise and college wise vacancy positions updated periodically.
- Look at the display boards to ensure your choice of College & Branch short listed by you earlier is still available. If not, start making alternate choices.
- Beware of quacks! It is better to avoid taking help from unknown people who offer to accompany you to counselling hall or assist you otherwise.

3.2. Counselling Challan

- Candidates have to pay an initial deposit of Rs.5000/- (Rs.1000/- for SC/SCA/ST category) before attending the Counselling.
- You can take a DD for this amount from your home town in favour of Anna University. Please refer “TNEA 2015 Information and Instructions to Candidates” for correct details.
- Alternatively you can remit cash at the bank counter in Anna University.
- Whether you pay by DD or Cash, you have to go to the bank counter in the Anna University on the day of counselling to get your Counselling Challan.

3.3. Briefing Session

- Continuous announcements will be made regarding entry time.
- Be ready before the briefing hall, 30 minutes prior to your allotted time. The briefing session will start exactly at your allotted time.
- You along with your parent / guardian on producing your cash chellan will be allowed into the briefing hall at the allotted time. On entering the briefing hall, ensure that your attendance is marked for that counselling session.
- You will then be briefed about the order in which you should arrange the certificates and the procedures you need to follow from there on.

- Here again, large displays are available to see the vacancy position. You can check if your choice of College & Branch is still available. If required you can re-prioritise your choices before entering the Counselling Hall.
- In each counselling session there will be a batch of students, say 60 or 75. Batch size varies from year to year. Say this year Batch Size is 75 then the first batch will consist of students from Rank 1 to 75. There will be many such sessions in a day.
- Though there will be a batch of students in each session, the allotment of College & Branch will be done by the computer only according to their rank. This means the student whose rank is for ex. 58 cannot get his choice of College & Branch until all the students above him (rank 1 to 57) get their choice of College & Branch.

3.4. Certificate Verification

- Your certificates and supporting documents in original format will be verified before entering the Counselling Hall. Your DD/Bank Challan will be collected here. On verification you will be allowed inside the hall. In case of any discrepancy you will not be allowed to proceed for Counselling. Please ensure you have collected all your original certificates after verification. Anna University will not retain any of your original certificates.

3.5. Counselling

- Students should then enter the Counselling hall where there will be enough terminals for the batch.
- You will then be called according to the session rank before the Counselling Terminal. Each terminal will have a counsellor to guide you through the process.
- Please verify that all your personal details shown in the Counselling Terminal are right – your registration number, name, community, rank, etc.
- You can now see the exact vacancy position – college wise, branch wise, and community wise in the Counselling Terminal.
- Now, you will be asked to provide your 3 choices as per your order of priority. If you have the updated checklist form given at the end of this booklet ready with you, it will be helpful here to provide your top 3 choices to the Counselling Terminal. Please note that any one of these 3 choices will get allotted to you based on availability and the order of priority given by you. Once the 3 choices are entered you cannot change them. Ensure you have given the right college code, this is critical since many colleges have similar names. Also, take care to choose the branch correctly. Many of the Aided and Government colleges are conducting the same in aided stream and self-supporting stream. The Branch Code will be different for these.

- Once all candidates with ranks prior to you are allotted seats, the terminal will process your choice and show if your choice of Branch & College is available for you and the counsellor will ask you for your FINAL CONFIRMATION.
- Once you get the confirmation message you can proceed to a separate hall to collect your Provisional Allotment Order.
- It is very unlikely that you will not get any of the 3 choices given by you. In case of such a remote eventuality you have to provide your next 3 choices immediately.
- In case, you do not prefer any of the available choices you can also withdraw from Counselling at this stage. If you withdraw you can apply to Anna University and get refund of initial deposit paid by you.

3.6. Allotment Order

After the seat is allotted, you have to go in person and collect your Provisional Allotment Order from the Allotment Order section.

Once you receive the Allotment Order in hand, Please verify that :

- The Branch and College mentioned is as per the choice given by you.
- Check the College Code, College Name and address.

3.7. Health Checkup

You can also complete your Health Check-up here and collect your Medical Certificate which is part of your admission requirement, when you report to the college. It is not mandatory to do your Health Check-up at Anna University, however, it will be easy and convenient to complete this also along with Counselling.

General Guidelines for Choosing a College and Branch

There are multiple approaches for choosing a college and branch.

1. You want a particular branch and you want to choose a better college among the choices available to you.
2. You want to study in a particular college and like to choose a better branch available in that college.
3. You are not very particular about a college or branch. You like to choose a better branch and college among the choices available to you.

After choosing an approach that suits you (depending on your preference), you may follow these guidelines to make a list of your choices.

- You can refer to Anna University website for the cut-off marks of colleges & branches that were allotted last year for your aggregate mark. This is only an indicator for you to plan. There could be variations in what is available for you this year based on many variables – the marks obtained by students this year, increase in seats in existing colleges, new courses added, new colleges added, etc.
- Choose a set of colleges and branches in the order of your preference which you are likely to get for your aggregate mark and tabulate them in a notebook.
- It is better to have 3-5 choices of colleges and 2-3 choices of branches in each college depending on your approach which you decided in the beginning. Then you will have a table with 10-15 choices listed in the order of your priority.
- It is better to physically visit these colleges before you go for Counselling. This will enable you to make a good choice and also you can avoid surprises (shocks) later.
- During the visit to colleges, you can enquire / verify / collect details such as:
 - Infrastructure: buildings / laboratories / library / internet / bank / canteen / etc.
 - Faculty quality (qualification and experience).
 - Fees / charges to be paid in addition to the government prescribed tuition fees.
 - Focus, attitude and style of Management.
 - Soft-skill and other placement related training facilities.
 - Course accreditation
 - Campus recruitment history (Placement record).
 - Hostel facilities – in case you need to stay in hostel.
 - Transport facilities - in case you are a day scholar.
 - Accessibility - when you need to go to the college by public transport.
 - Facilities for extra-curricular activities like sports, recreation, etc.
 - General environment / ambience of the college and culture of students and faculty.
- You can also talk to the alumni and the present students of the college to get their feedback on the college.
- Choice of Branch:
 - In general a student will do better when he/she studies a course with interest and involvement. Better choose a branch of your area of interest.
 - The opinion of the past students of the branch, advice of the branch teachers, and above all, your unique abilities and confidence should be taken in to account before deciding on a branch of engineering.
 - Assess your aptitude and career you wish to have - whether you plan to pursue higher education/ research or seek employment in industry or like to take up a teaching profession or

self-employment after completing engineering.

- One day prior to your counselling date, please revalidate if the 10 choices short listed by you are still available. If not, rework on your choices.
- You can use the form given at the end of this booklet to tabulate your final choices. This will be very useful during Counselling.

Frequently Asked Questions (FAQ)

General Questions:

Q. What is Aggregate Mark?

A. This is the HSC marks scored by a candidate in Mathematics (M), Physics (P) and Chemistry (C) reduced to 200 using the formula: $\text{Aggregate Mark} = (M/2) + (P+C)/4$. The Aggregate mark thus computed is used for "Ranking".

Q. What is Cut-Off Mark?

A. It will be known only after all the seat allotments have been made. It is the lowest (minimum) Aggregate Mark till which a seat has been allotted through the Single Window System for a particular combination of a College, a Branch and a (Community) Category. Example: If the aggregate mark of the LAST candidate who have been allotted a seat in GCT for Mechanical branch under BC category during the year 2012 is 197.50 then the cut-off mark for – GCT/Mechanical/BC /2012 – is said to be 197.50.

Counselling Related Questions:

Q. Is the community reservation system followed branch wise, college wise or on the whole?

A. The community reservation is followed branch and college wise also.

Q. How seats are adjusted if students opt for medicine and move out?

A. When the student opts for Medicine or moves out after getting the seat allotment in a college, then his seat will be vacant in that college. This seat can be filled by the management after the counselling is over or can be filled as lateral entry seat in the next academic year.

Q. Will the initial deposit amount of Rs. 5000 be adjusted in fees?

A. Yes. The student should hand over the receipt to the College authorities at the time of admission. The College

will account the money as part of the fees paid by the student. The College will surrender the receipt to Anna University and get the reimbursement of the amount.

Q. Will the original certificates be retained by Anna University?

A. No. Anna University will verify the certificate at the time of counselling and they will hand over the certificates to the student. The student has to submit all the required originals to College at the time of admission. The certificates will be verified by the Directorate of Technical Education and will be given back to the College. The College will return all the certificates to the students after the verification by the Directorate of Technical Education.

Q. If I have not submitted community certificate, can I submit at the time of counselling?

A. Community certificate has to be submitted at the time of application. If community certificate is not submitted, the candidate will be considered as open category candidate.

Q. Will OC candidate get a chance if seats are available in other categories?

A. No.

Q. What is FOC (Free Open Category)?

A. These are additional seats created by Tamilnadu Government to ensure 50% seat availability for General Category students as per court order.

Q. In case the candidate does not like the college where he gets a seat, will the Rs. 5000 /=- be refunded?

A. Only 80% of Rs. 5000 paid at the time of counselling will be refunded. For that the candidate has to apply to Anna University.

Q. What is the procedure of admission for lateral entry student?

A. The lateral entry admission is different from admission for first year degree program. The student who have completed diploma programme conducted by Directorate of Technical Education or equivalent, are eligible to join degree program in (All India Council for Technical Education) AICTE approved engineering colleges. The detailed advertisement will be released by the Directorate of Technical Education. The counselling will be conducted separately by the Directorate of Technical Education similar to the counselling conducted by the Anna University.

Q. Give details about B.Arch counselling.

A. As a prerequisite for selection to B.Arch Degree course the candidates should have passed the National Aptitude Test in Architecture conducted by the Council of

Architecture, New Delhi. It is conducted separately.

College Related Questions:

Q. What is the difference between Government Aided and Government colleges?

A. Government aided colleges are run by a management / trust with the teaching faculty paid by the government. It is not 100% Government because it is administered by the management trust. Government Colleges are fully funded and administered by the government for both infrastructure and faculty.

Q. What is meant by “Autonomous institution”?

A. Autonomous Institution means the college designs its own curriculum, conducts its own examination and evaluation and declares the result. Anna University only awards the degree based on the result sent by the college. Both Government Aided and self-financing colleges affiliated to Anna University can get Autonomous Status. The institution has greater flexibility. The students of autonomous colleges are not considered for university ranks.

Q. What is the difference between studying in a deemed university and Anna University?

A. Anna University is a reputed and internationally well known in academic community abroad. The degrees awarded by Anna University are well recognized and accepted by all industries. The Deemed University's academic and public standing must be looked into before choosing admission in a deemed university.

Q. What is the meaning of “Accreditation”?

A. There is a body called “National Board of Accreditation (NBA)” under AICTE. The NBA sends an inspection team to assess the facilities, availability of qualified HOD and faculty, results, employment and several other parameters. Based on the quality norm set by the NBA for various parameters, marks are awarded. If a course scores more than a prescribed total then the course is accredited for 3 or 5 years. Accreditation ensures that the course has been run with success in the college. The accreditation is for a course only, not for the institution. In a college it is possible that only 3 out of 6 courses may be accredited. Accreditation indicates that quality of teaching-learning is certified to be better for that course. The tuition fee for an accredited course is marginally higher.

Q. What is campus interview? And why is it so important while choosing a college?

A. Campus interview is the one through which a student is selected for a job before he/she completes his/her course. The companies will come to the college to select students for recruitment through campus interviews. This is also known as Campus Placement. Companies generally go to reputed colleges which are known for their standard of education. If you get selected in campus interviews, you will be joining the job right after the last day of your college for a better salary. That is why students and parents generally prefer colleges with better placement record.

**Wishing you All the Best ...
from Computer Society of India
Coimbatore Chapter**



TNEA 2015 CHECK LIST

Candidate Name	
TNEA Application No.	
HSC Reg. No.	
Aggregate Mark	
Community	
Date of Birth	
Random Number	
Rank	
Date and Time of Counselling	
Certificates and documents	<input type="checkbox"/> SSLC (10th) Mark Sheet
	<input type="checkbox"/> HSC (Plus two) / Equivalent Mark Sheet
	<input type="checkbox"/> Transfer Certificate
	<input type="checkbox"/> Permanent Community Certificate
	<input type="checkbox"/> HSC Hall Ticket
	<input type="checkbox"/> Counselling Call Letter
	<input type="checkbox"/> Nativity Certificate (if applicable)
	<input type="checkbox"/> First Graduate Certificate and First Graduate Joint Declaration (if applicable)
	<input type="checkbox"/> Income Certificate for AICTE TFW Scheme (if applicable)
	<input type="checkbox"/> Srilankan Tamil Refugee Certificate (if applicable)

Choices of Colleges and Branches in the order of priority

(You can use pencil and keep revising this table till your counselling)

Priority	College Code	College Name and Place	Branch Code	Branch Name
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				